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79- 0534/7

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File PERSONNEL

18 September 1979

MEMORANDUM FOR: Director of Personnel

FROM: Clifford D. May, Jr.
Associate Deputy Director for Administration

SUBJECT: Comments Regarding Revised Proposal for the
Senior Intelligence Service

In response to your request for comments regarding the 14 September 1979 revision to the basic proposals for the Senior Executive Service, I believe the following items as written may be subject to misinterpretation and should be clarified prior to publication.

1. Page 2, Paragraph e. - This paragraph refers to the policies and provisions of the "SIS". This is the first time in this proposal that the SIS is mentioned. Previous references are to the SES. Accordingly, I believe that some indication should be made of what the SIS is at this point.

2. Page 15, (center of page). - This item indicates that one of the primary functions of the Senior Resources Board is to "submit results of these reviews and recommendations to the Head of the Directorate and Chairman of the "E" Service...". As written, this implies that such results go to both the Head of the Directorate and the Chairman of the "E" Service. I believe that this should read... to the Head of the appropriate Directorate or Chairman of the "E" Service....

3. Page 19, Paragraph E. - The first sentence of this paragraph is somewhat confusing and could be read that all officers would be required to complete a one-year trial period. I believe that this should be changed to read as follows: "After the date established for conversion election of current eligibles for membership in the SIS system, those officers who are subsequently accepted into the SIS will be subject to a one-year trial period where their performance will be evaluated.

4. Page 46, Paragraph (C) - Annual Leave - The sentence as written has been interpreted by a number of people as indicating that 80 hours of leave must be used each year even though the person may be retiring at the end of the leave year. Accordingly, I suggest that

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this section be revised to include a statement indicating that individuals planning to retire during or at the end of the leave year are not required to use 80 hours of annual leave during that leave year and may be paid a lump sum payment for that leave.

/s/ C. D. May.

Clifford D. May, Jr.

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